

DEPARTMENT OF HEALTH SERVICES

P.O. BOX 942732
SACRAMENTO, CA 94234-7320
(916) 327-1400



December 10, 2001

CHDP Program Letter No.: 01-11

TO: ALL COUNTY CHILD HEALTH AND DISABILITY PREVENTION (CHDP)
PROGRAM DIRECTORS, DEPUTY DIRECTORS, MEDICAL
CONSULTANTS, STATE CHILDREN'S MEDICAL SERVICES (CMS)
BRANCH STAFF AND REGIONAL OFFICE STAFF

SUBJECT: CHDP SCHOOL REPORTING AND REIMBURSEMENT
REQUIREMENTS FOR SCHOOL YEAR 2001-2002

This letter is to notify you of local CHDP program responsibilities required under Health and Safety Code, Section 124100. The following items are enclosed to assist you in satisfying this requirement:

- Two sets of private school peel-off labels;
- A letter addressed to private school administrators;
- A Department of Education (DOE) private/public schools list;
- A copy of the instruction letter already sent to local school district superintendents.

Additional copies of the CHDP Annual School Report (PM 272) can be found at www.dhs.ca.gov/publications/forms/pcf/cms.htm.

LOCAL RESPONSIBILITIES

1. Distribute the letter to private school administrators.
 - a. Attach the label without the school code number on your mailing envelope.
 - b. Place the label with the school code inside the mailing envelope for the administrator to attach to the PM 272.
 - c. Mail instructions to any new schools with first grade enrollment in you county.
2. Follow up with school district health personnel to ensure that school district reporting instructions from local superintendents have been received.
3. Collect completed PM 272 forms by January 15, 2002, from the county office of education, school districts, and private schools which maintain first grades.

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4. Review PM 272 forms for completeness and accuracy.
 - a. Check PM 272 forms against your DOE public/private school print-out to ensure that all schools and districts have reported, and enter any missing school codes (box 1 on the PM 272).
 - b. Verify that the county office of education reports any children enrolled in (ungraded) special education programs who will be six years of age on or before December 1, 2001. If no children of this age group are enrolled, a zero should be entered on the PM 272 in box 16.
 - c. Verify that the total of items 17-21 equals the amount in box 16.
 - d. Verify whether box 22 is marked YES or NO:
 - If YES: Boxes 9-14 and 16-22 must not have white-out, erasures or cross-outs. Submit the signed original PM 272 and two copies.
 - If NO: Submit only the signed original PM 272.
 - Keep one copy of all reports for your records.

5. Submit the PM 272 forms on or before April 15, 2002, to:

Children's Medical Services Branch
Department of Health Services
1515 K Street, Suite 400
P.O. Box 942732
Sacramento, CA 94234-7320

Your success in carrying out this requirement is evident in the increased number of children receiving health examinations every year. Thank you for your continued efforts.

If you have any questions or require assistance, please feel free to contact Helen Wong at (916) 327-2232.

Original Signed by Maridee Gregory, M.D.

Maridee A. Gregory, M.D., Chief
Children's Medical Services Branch

Enclosures

DEPARTMENT OF HEALTH SERVICES

P.O. BOX 942732
SACRAMENTO, CA 94234-7320
(916) 327-1400



December 10, 2001

TO: PRIVATE SCHOOL ADMINISTRATORS

SUBJECT: CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
SCHOOL REPORTING AND REIMBURSEMENT REQUIREMENTS –
SCHOOL YEAR 2001-2002

This letter is to remind you of private school reporting requirements under Health and Safety Code Section 124100. Every private school in California that has children enrolled in first grade must report:

1. The total number of children enrolled in first grade.
2. The number of children who have a health screening examination certificate.
3. The number of children whose parent or guardian have submitted a written waiver.

Reporting requirements are satisfied by submitting the enclosed "CHDP Annual School Report" (PM 272) by **January 15, 2002**, to the CHDP program in your local health department. Additional copies of the PM 272 form are available on the web at www.dhs.ca.gov/publications/forms/pcf/cms.htm.

School health examinations must be completed within 18 months prior to or within 90 days after first grade entry unless the parent signs a waiver stating they do not want, or are unable to obtain, an examination for their child. Schools are encouraged to inform parents of both kindergartners and first graders of the need for the examination.

REPORTING PROCEDURES

To assist you with completing the PM 272, we have compiled a short checklist:

- To speed processing, affix the enclosed label in Box 6 of the form. Line out any name and/or address error, and enter the corrections. (If you do not receive a label, please complete by hand.)
- Complete Boxes 1-14, including names and data from each reporting school, and sum the district totals in Boxes 15-21.
- Be sure to mark whether reimbursement is desired by checking YES or NO in Box 22.

- If YES: Boxes 8-14 and 15-21 must not have erasures or white-out. Submit the original and three copies to your local CHDP program.
- If NO: Submit the signed original and one copy to your local county CHDP program.
- If your organization maintains first grade classes in more than one school within a county, report all schools on one form if reimbursement is to be sent to a central address.

IMMUNIZATION PROGRAM COORDINATION

Since immunizations and health examinations may be obtained during the 18 months preceding first grade, we encourage schools to promote completion of the health examination and immunizations requirements during kindergarten. Your local CHDP program can assist you in coordinating these activities.

Thank you for your continued efforts to help protect the health of children who attend school. If you have any questions, or require assistance, please contact the CHDP program in your local health department.

Original Signed by Maridee Gregory, M.D.

Maridee A. Gregory, M.D., Chief
Children's Medical Services Branch

Enclosures

See instructions on reverse side.

6. Please provide name of public school district or private school, mailing address (number, street), City, State, and ZIP code in the space provided below.

22. Is reimbursement desired? Yes No If yes, enter the total from item 16 (x \$1) = \$ (reimbursement)

23. I certify that the numbers of children reported above are true numbers and that the parents and guardians of these children were informed of the requirement for health screening prior to first grade entry, pursuant to Section 124100, Health and Safety Code.

24. Name of contact person, if different from above	25. Telephone number of contact person, if different from item 5 ()
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PM 272 (12/01)

CHDP ANNUAL SCHOOL REPORT (PM 272)

INSTRUCTIONS

This form is used to report data mandated by Section 124100 of the Health and Safety Code and to invoice for desired reimbursement. Additional copies of the CHDP Annual School Report (PM 272) can be printed from the following web address: www.dhs.ca.gov/publications/forms/pcf/cms.htm.

1. For public school districts and offices of education, enter the two-digit county code, the five-digit school district code, and seven zeros (0) for the school code. For private schools, enter the two-digit county code, the five-digit school district code, and the seven-digit school code. Codes for public school districts and offices of education are listed in the "California Public School Directory." Codes for private schools are listed in the "California Private School Directory." School codes can also be found at www.cde.ca.gov/school/dir.
- 2–7. Self-explanatory.
8. Enter the name of each school reporting. If more than seven schools, attach a separate sheet with all required information.
9. Enter total first grade enrollment for each school. The SDE Annual Enrollment Data Report (R30) may be used as a source for this data.

NOTE: Ungraded Schools—Children age six on or before December 2 of any school year are defined as the equivalent of "children entering first grade."

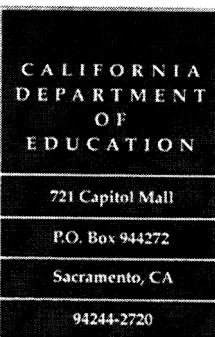
Special Education Pupils—If school records indicate a complete examination was received within 18 months of first grade entry, report the child as having a documented examination. See "Ungraded Schools" above to determine equivalent of first grade entry.

10. Enter the number of children with a Report of Health Examination for School Entry (PM 171 A) on file. Children with only documentation signed by the parent or oral confirmation by the parent or examiner should be reported in item 14.
11. Enter the number of children with a Waiver of Health Examination for School Entry (PM 171 B) indicating the parent is waiving because they do not want the examination.
12. Enter the number of children with a Waiver (PM 171 B) indicating the parent is waiving because they cannot obtain the examination.
13. Enter the number of children with a Waiver (PM 171 B) with no reason or a reason that does not correspond to items 11 or 12.
14. Enter the number of children with neither documentation of a health examination, as defined in item 10, above, nor a signed waiver as indicated in items 11–13 above. Include children whose parents have not responded or refused to submit documentation/waiver, and the children who entered late and still have 90 days to complete the requirement, etc.
15. Enter the total number of schools reporting (include schools on any attached sheets).
- 16–21. Enter the total number of children from each column. (Include totals from multiple schools on any attached sheets, if necessary.) Item 16 should equal the total of items 17, 18, 19, 20, and 21.
22. Place an "X" in the appropriate box. If reimbursement is desired, the total count from item 16 is multiplied by \$1.00, and the total is entered in the space provided.
23. Print or type name of individual authorized to submit report on the first line. Their original signature and date signed must be entered in ink on the signature and date lines.
24. Print or type the name of contact person, if different from item 23.
25. Print or type the telephone number of the contact person (from items 23 or 24) if it is different from the telephone number in item 5.

Send the signed original and three copies to the CHDP program in the local health department by January 15. Retain one copy for school records.



DELAINE EASTIN
State Superintendent of Public Instruction



December 12, 2001

Dear County and District Superintendents of Schools:

**MANDATED CHILD HEALTH AND DISABILITY PREVENTION (CHDP)
HEALTH EXAMINATION AND ANNUAL REPORT**

Every school district or private school that has children enrolled in the first grade is required to report, by January 15 of each year, the number of health screening examination certificates and waivers received from the health screening examination requirement (Section 124100 of the Health and Safety Code). The mandated reporting form, PM 272, "CHDP Annual School Report," and information for completing this form are attached. You may wish to review the reporting requirements now to ensure that your records are compatible with data needs.

The law requires a health examination certificate approved by the Department of Health Services be presented to the school by the parent or guardian within 90 days after the child's entry into the first grade. A waiver form approved by the Department of Health Services—when signed by the child's parent or guardian indicating that for medical reasons or for personal beliefs, the parent or guardian does not want or is unable to obtain screening for the child—shall be accepted by the school in lieu of the certificate (Section 124085 of the Health and Safety Code).

Efforts made at the local level help protect the health of children who attend school. In 1999-00, the compliance rate of first graders receiving a health examination was 92.9 percent, an increase of 1.9 percent from the 1998-99 rate. Through these examinations, correctable health problems that interfere with learning are resolved, and permanent disabilities often are prevented.

The local CHDP program, located in your local health agency, offers assistance to schools in fulfilling the CHDP requirements. Information may be obtained from your local CHDP program about eligibility requirements for free health checkups. Please share this letter with the primary individual responsible for coordinating CHDP activities in your district or county office and report the name of that individual to the local CHDP program official.

If you have any questions, please contact your local health agency's CHDP program.

Sincerely,

Kathy B. Lewis
Deputy Superintendent
Child, Youth and Family Services Branch

KBL:lda
Attachments



DEPARTMENT OF HEALTH SERVICES

P.O. BOX 942732
SACRAMENTO, CA 94234-7320
(916) 327-1400



December 10, 2001

TO: COUNTY SUPERINTENDENTS OF SCHOOLS, SUPERINTENDENTS
OF ELEMENTARY SCHOOL DISTRICTS, HEALTH SERVICES
PERSONNEL, AND COUNTY SCHOOL OFFICES

SUBJECT: CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
SCHOOL REPORTING AND REIMBURSEMENT REQUIREMENTS –
SCHOOL YEAR 2001-2002

This letter is to remind you of the school district reporting requirements under Health and Safety Code Section 124100. Every school district that has children enrolled in the first grade must report:

1. The total number of children enrolled in first grade.
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3. The number of children whose parent or guardian have submitted a written waiver.

Reporting requirements are satisfied by submitting the enclosed "CHDP Annual School Report" (PM 272) by **January 15, 2002**, to the CHDP program in your local health department. Additional copies of the PM 272 form are available on the web at www.dhs.ca.gov/publications/forms/pcfh/cms.

School health examinations must be completed within 18 months prior to, or 90 days after, first grade entry unless the parent or guardian signs a waiver stating they do not want, or are unable to obtain, an examination for their child. Schools are encouraged to inform parents of both kindergartners and first graders of the need for this examination.

REPORTING PROCEDURES

To assist you with completing the PM 272, we have compiled a short checklist:

- To Speed Processing, affix the enclosed label in box 6 of the form. Line out any name and/or address error, and enter the corrections. (If you do not receive a label, please complete by hand.)
- Complete boxes 1-15 including names and data from each reporting school, and sum the district totals in boxes 16-21.

County Superintendents of Schools, Superintendents of Elementary School Districts,
Health Services Personnel, and County School Offices

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- Be sure to mark whether reimbursement is desired by checking YES or NO in box 22.
- If YES: Boxes 9-14 and 15-21 must not have erasures or white-out. Submit the original and three copies to your local CHDP program.
- If NO: Submit the signed original and one copy to your local CHDP program.
- County Offices of Education are requested to take special care to report any children in ungraded special education programs who will be six years old on or before December 1, 2001. If special education programs are maintained where no children of this age group are currently enrolled, enter a zero in box 16.

IMMUNIZATION PROGRAM COORDINATION

Since immunizations and health examinations may be obtained during the 18 months preceding first grade, we encourage schools to promote completion of the health examination and immunization requirements during kindergarten. Your local CHDP program can assist you in coordinating these activities.

Thank you for your continued efforts to help protect the health of children who attend school. If you have any questions or require assistance, please contact the CHDP program in your local health department.

Original Signed by Maridee Gregory, M.D.

Maridee A. Gregory, M.D., Chief
Children's Medical Services Branch

Enclosures